

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

5:00 P.M., TUESDAY, DECEMBER 13<sup>TH</sup>, 2016

PRESENT: Mayor: Barry Manuel  
 Deputy Mayor: Darren Finn  
 Councillors: Peggy Bartlett, Mike Browne, Amy Coady-Davis,  
 Bruce Moores, Tom Pinsent  
 Staff: J. Saunders, Town Manager\Clerk  
 N. Chatman, Director of Engineering and Works  
 K. Antle, Director of Parks and Recreation  
 G. Hennessey, Economic Development Officer  
 B. Griffin, Director of Finance

Prior to the meeting the Mayor signed a Proclamation for “January 2017 is Crime Stoppers Month”.

The Mayor called the meeting to order at 5:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #471 of Tuesday, November 15<sup>th</sup>, 2016.

Motion

Browne\Bartlett

Be it resolved that the Minutes of Meeting #471 of Tuesday, November 15<sup>th</sup>, 2016 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$298,850.44.

Motion

Pinsent\Moores

Be it resolved that the disbursement report in the amount of \$298,850.44 would be adopted as presented. This motion carried by a vote of 7-0.

Councillor Bartlett stated it was good to see the Capital Expenditure for Grenfell Heights overflow to correct a problem in this area.

## COMMITTEE REPORTS

### Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

#### Economic Development Budget – 2017

The Economic Development Officer and Business Development Officer both presented their draft 2017 Budget documents, as well as their Objectives for 2017.

The Committee reviewed each and will carry them forward to the Finance and Administration Committee for final review and adoption as part of the 2017 Town Budget.

#### Economic Development Officer and Business Development Officer Monthly Reports

The Committee discussed both of these reports. Each Officer will continue to update Council on a monthly basis on the status of specific initiatives that are being worked on.

#### Town Video RFP

The Economic Development Officer presented a draft RFP to develop a new Town video for 2017.

The Committee reviewed the document and recommended that it be forwarded to the Engineering Department for review. It will then be sent out to prospective companies for proposals.

#### Heritage Advisory Group Appointments

The Town received one (1) formal submission on the Town's proposed new Heritage Regulations, as well as two (2) verbal suggestions from our Facebook page. Before any appointments to the new Heritage Advisory Group are made, the Economic Development Officer will include these recommendations in the new draft Regulations and Council will review again.

#### Follow-Up Communications – Twitter\Facebook from Council Meetings

The Economic Development Officer posted information to both the Town's Twitter and Facebook accounts at the November 15<sup>th</sup> Council meeting. This practice will continue as a way to get out the point that Council wishes to make from reports at the Council meetings.

#### Economic Development Focus Group\Think Tank

Six (6) individuals were identified and approached to participate in this meeting on November 30<sup>th</sup>. Four (4) of the six (6) are available and will meet with the Chair, Town Manager\Clerk and ACOA representative Scott Dawe on that day. We are attempting to get some input from various sectors of the community in moving new projects forward in 2017. The intention is to hold monthly meetings for up to six (6) months in 2017. The Economic Development Officer will attend future meetings with this group.

#### School of Nursing – Next Steps

The Committee discussed the issue and the content of a letter that will be sent to the Minister of Health on this issue. Council will continue to work with the respective agencies on this issue.

I move the recommendations and report of this Committee.

Motion

Bartlett\Coady-Davis

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

### Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

#### Canada Food Day Event

The Assistant Director presented a proposal to the Committee to host a Canada Food Day event in August 2017 which will include seven (7) of the top chefs in Canada.

The Committee recommends this event be approved and for staff to report back to the Committee when the details for the event are finalized.

#### Proposed 2017 Draft Parks and Recreation Department Budget

The Committee discussed the 2017 draft Parks and Recreation Department Budget in detail.

The Committee recommends the draft Budget be forwarded to the Finance and Administration Committee for the 2017 Budget deliberations.

I move the recommendations and report of this Committee.

Motion

Browne\Bartlett

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

### Finance and Administration

The following report was presented by Councillor Pinsent.

### Engineering and Works New Policies

The Committee reviewed the following updated Engineering and Works Policies as attached.

The Committee recommends that these policies be approved.

### Violence Prevention South & Central

The Committee reviewed a request seeking exemption of property tax and water and sewer rates on a two (2) unit stage home now called "Hearn Haven".

The Committee recommends we obtain additional financial information and review at a future meeting.

### Disbursement Report

The Committee reviewed the disbursement report for November 24<sup>th</sup>, 2016 in the amount of \$298,850.44.

The Committee recommends this be referred to the next Council meeting.

### Funding Request – Canadian Cancer Society

The Committee reviewed a request from the Canadian Cancer Society to support the "One Night Stand Against Cancer".

The Committee recommends \$500 be approved for this.

### Wooddale Agricultural Society

The Committee reviewed a request from the Wooddale Agricultural Society to reduce the amount invoiced to the Society for the previous billing period. This excess billing is due to water line breaks.

The Committee recommends we invoice for normal annual consumption plus \$1,000 due to the line breakage.

### Recreation Equipment

The Committee reviewed a request to purchase additional cooking equipment. The total amount of equipment to be purchased is \$3,400.

The Committee recommends that this be approved.

Budget – 2017

The Committee reviewed the Budget submissions for Town Manager\Clerk, Finance Department, Fire Department, Water Treatment Plant and the EXCITE Building.

The Committee recommends these be included in the Budget draft for further discussion.

I move the recommendations and report of this Committee.

Motion

Pinsent\Browne

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was presented by Councillor Pinsent.

Resolution GF-W 2016-245

RE: CLEAN WATER AND WASTEWATER FUND

PROJECT NO. 17-CWWF-17-00127

WATER AND SEWER REPLACEMENT SECOND AVENUE, PHASE 2

WHEREAS the Minister and the Council have agreed to enter into a Municipal Infrastructure Agreement for the financing of Water and Sewer Replacement Second Avenue, Phase 2, Project No. 17-CWWF-17-00127, hereinafter referred to as the “Works”, and have agreed to cost not in excess of \$1,500,000 which amounts to \$1,360,252 after the GST\HST rebate calculation;

AND WHEREAS the Minister of Municipal Affairs has been authorized to negotiate an Agreement on behalf of the Province of Newfoundland and Labrador;

THEREFORE BE IT RESOLVED that the Mayor and Clerk are authorized to enter into this revised Agreement on behalf of the Council.

Motion

Pinsent\Finn

Be it resolved that Resolution GF-W 2016-245 would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was also presented by Councillor Pinsent.

Resolution GF-W 2016-246

WHEREAS under Section 94 of the Municipalities Act of the Province of Newfoundland and Labrador, subject to the approval of the Minister, Council may borrow monies and issue securities for the repayment of monies borrowed.

AND WHEREAS it is deemed necessary to borrow the amount of \$1,279,987 to finance the 2016 Municipal Capital Works.

THEREAFORE BE IT RESOLVED that subject to the approval of the Honourable Minister of Municipal Affairs, Council borrow this amount from a chartered bank in Grand Falls-Windsor and that this amount be repaid by general revenues at a viable rate over a ten (10) year period.

BE IT ALSO RESOLVED that the Mayor and Director of Finance be authorized to negotiate said loan and to sign promissory notes and execute all documents pertaining to this Resolution.

Motion

Pinsent\Moores

Be it resolved that Resolution GF-W 2016-246 would be adopted as circulated. This motion carried by a vote of 7-0.

Public Works and Planning

The following report was presented by Councillor Coady-Davis.

### Rezoning Request – 40 Queensway

The Committee reviewed the additional information provided by Dion Pardy of E-Z Property Holdings Limited. The new proposal identifies two (2) four (4) unit buildings that would be development at 40 Queensway. Mr. Pardy is requesting rezoning from Commercial General (CG) to High Density Multi-Unit Residential (RM-2) zone as revised plan meets the zoning requirements.

The Committee recommends that staff commence the rezoning process.

### Container Modular Style Housing

Additional information was provided by Mr. Brian Hunter who is requesting authorization to construct a modular style home in Grand Falls-Windsor. Modular homes of this type could be permitted, as defined in the Town's Development Regulations, as Single Family Residential in some zones within the Town. Although no defined house plans have been submitted, Mr. Hunter stated the house would be 1,200 square feet.

The Committee reviewed the request and would like more detailed information on how the proposed home would look. The Committee requested that staff obtain more distinct information from Mr. Hunter on the proposed 1,200 square feet. This would enable the Committee to make an informed decision.

### Engineering and Works – 2017 Budget

The Committee reviewed the 2017 Budget documents in detail. This will be forwarded to the Finance Department for inclusion in the overall Budget and further discussion.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Bartlett

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

### Committee of the Whole

The following report was presented by Deputy Mayor Finn.



## GFA High School – Maple Street

Council has been negotiating with the Newfoundland and Labrador English School District since 2014 on the acquisition of the former GFA High School and adjacent lands. The original intent was to salvage the gymnasium and sell the remaining land for residential development. The transfer of the building and lands to Grand Falls-Windsor was approved, but conditional that we discontinue the Court file to cover costs to remediate the former Elementary School on Memorial Avenue. Staff have been determining costs to remediate the High School site and evaluating the present structural condition and Hazmat remediation. The Department of Transportation and Works have agreed to add the demolition work as a change order to the Mill Demolition Project and use the old Abitibi landfill for construction and demolition debris. This will reduce cost substantially by eliminating trucking costs and tipping fees at Norris Arm.

Council reviewed the information presented and due to the existing condition of the gymnasium, cost to renovate, transfer electrical and mechanical and concerns of possible structural damage raised by the demolition contractor, Council recommends the total building be removed. All lands associated with the transfer will be offered for sale by request for proposals to recover maximum value. The Committee also recommends that the Hazmat remediation tender, valued at \$33,499.52 be awarded to Belfor and the demolition contract to Delsan through the Department of Transportation and Works valued at \$449,000 be approved. Council recommends staff continue discussions with the Newfoundland and Labrador English School District on using the gymnasium at the former Millcrest School for programming. This building is no longer being used as a school.

### Motion

Finn\Coady-Davis

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

Deputy Mayor Finn stated that while we approve the Minutes there are still issues that have to be resolved with Government and Newfoundland and Labrador English School District before contracts are awarded.

Mayor Manuel stated that he was disappointed that the gymnasium could not be used for programming, but hopes the details on demolishing can be worked out with Government.

Councillor Browne stated that while we won't have the GFA gymnasium for programming, we will be attempting to obtain approval to use the former Millcrest School gymnasium.

Budget – 2017

Mayor Manuel noted that there were several issues that needed to be separated and voted on in the 2017 Budget.

Motion

Moore\Bartlett

Be it resolved that issues in the 2017 Budget would be separated and voted on separately. This motion carried by a vote of 7-0.

There are three (3) items that will be voted on separately – Corduroy Brook Enhancement Association, Minor Baseball and the Grand Falls Golf Course.

Deputy Mayor Finn assumed the Chair and Mayor Manuel was excused from the meeting.

Motion

Pinsent\Moore

Be it resolved that the amount of \$40,000 would be approved for the Corduroy Brook Enhancement Association. This motion carried by a vote of 6-0.

Councillor Pinsent reiterated the amount is the same as it has been in place for many years and reflects the use of the trails.

Mayor Manuel returned as Chair and Councillor Browne was excused from the meeting.

Motion

Finn\Bartlett

Be it resolved that the amount of \$25,000 would be approved for the Grand Falls Golf Course. This motion carried by a vote of 6-0.

Deputy Mayor Finn advised that the history of the grant is prior to Councillor Browne and supports the Club. There was no change in the grant amount.

Councillor Browne returned to the meeting and Councillor Coady-Davis was excused.

#### Motion

Browne\Moores

Be it resolved that the amount of \$2,500 would be approved for the Minor Baseball Association. This motion carried by a vote of 6-0.

Councillor Browne stated that this is money well spent on a successful Minor Baseball Program.

Deputy Mayor Finn advised that this is the normal amount we give Minor Baseball and Councillor Coady-Davis was excused because she is on the Executive.

Councillor Coady-Davis returned to the meeting.

Councillor Bartlett stated as a small Town, most Councillors are involved in numerous extra activities and the process being followed is fair.

Deputy Mayor Finn stated as Councillors we become more involved, so procedurally what is done is necessary to remove perceived conflict.

Councillor Tom Pinsent, Chairperson of the Finance and Administration Committee, presented the 2017 Revised Budget for approval.

#### Motion

Pinsent\Finn

Be it resolved that the 2017 Revised Budget for the Town of Grand Falls-Windsor would be adopted as presented. This motion carried by a vote of 7-0.

Councillor Browne stated it was a good news Budget and congratulated staff on the work involved.

Deputy Mayor Finn stated he supported the Budget with staff maintaining acceptable Capital Programs and maintaining the level of service with no tax increase. He congratulated Councillors and staff on the work on the Budget.

Councillor Moores congratulated fellow Councillors and staff on the work on the Budget.

Councillor Coady-Davis congratulated Councillors and staff on the Budget. She explained that lots of work goes into the Budget preparation. She acknowledged former Town Manager\Clerk Mike Pinsent on his efforts for most of 2016.

Councillor Bartlett stated it was a great 2017 Budget. It is one thing to be a critic, but as a new Councillor, it is an eye opener to see the work that goes into such as document and the planning involved. She congratulated staff and Councillors on the Budget.

Councillor Pinsent stated that the Budget preparation is a team effort on controlling costs. Former Town Manager\Clerk Mike Pinsent played a role on putting us in the position we are and Council worked as a team to present such as positive Budget.

Mayor Manuel stated that it is easy to say no tax increase, but lots of credit to staff and former Councils have put us on a good path. The Town is well run and always watching how money is spent. It is a team effort, but we do not always agree. There is lots of discussion and challenging each other. Congratulations to fellow Councillors and staff on preparing a successful Budget. This effort goes to all staff at all levels to provide the service we are accustomed to receiving.

### OTHER BUSINESS

Councillor Bartlett wished everyone a Merry Christmas and expressed appreciation to Rogers for attending the meetings on a regular basis. She asked everyone to keep in mind the true meaning of Christmas and give and support others as you are able.

Councillor Pinsent noted that last Friday he participated with the Municipal Police Department and Violence Prevention South & Central in the “Random Act of Kindness” Program. They pulled over residents and gave them a gift instead of a ticket recognizing residents who gave their time to help others and bringing back the spirit of giving. He also mentioned a presentation by students today to implement a community radio station. He wished Councillors and staff and Merry Christmas.

Councillor Browne stated that he was approached by a resident recently who congratulated him on the great work by staff on clearing sidewalks. He encouraged residents to continue participation in Facebook contests. He also stated that he was confident that residents will give their time to help others. He congratulated the Committee on a great Santa Claus parade and noted that the Cataracts are playing this week-end so get out and support them.

Deputy Mayor Finn wished Councillors, staff and all residents a Merry Christmas.

Councillor Coady-Davis congratulated the Queen Street Dinner Theatre on the great Christmas Show. She also had the opportunity to attend the Northcliffe reading at the Memorial United Church. She stated that the VOCM Happy Tree

and foodbank are still accepting donations so please give where you can. She wished fellow Councillors, staff and all residents and Merry Christmas and looked forward to 2017. Please don't drink and drive and be fire safe around your home.

Councillor Moores thanked all volunteers for all the work they do each year. He congratulated the efforts of the Fire Department on the recent fire at Islander R.V. where the aerial ladder truck was used and saved the building. He wished everyone a Merry Christmas and a prosperous New Year.

Mayor Manuel congratulated Adam Cooke, a young basketball player, who was one (1) of the three (3) winners in free throw. There were 200,000 entrants and Adam made 74 of 75 free throws. He congratulated Mrs. Ignatia Madden on her recent 95<sup>th</sup> birthday. He congratulated the Fire Department, Municipal Enforcement Officers and Salvation Army for their contributions during the recent fire at Islander R.V. and thanked all. He mentioned the Cataracts games this week-end and noted there going to be draws and prizes during the games. He also mentioned the recent news reports concerning Minister Bennett and the cyber-bullying she has experienced. Council supports her efforts to combat this very serious issue. He wished all Council, staff and citizens a Merry Christmas. He stated there are many ways to "give" and help others where you can. Enjoy family time and friends and do not drink and drive.

Motion

Browne\Finn

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of 7:00 P.M., Tuesday, January 24th, 2017. This motion carried by a vote of 7-0.

The meeting adjourned at 7:00 P.M.

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Barry Manuel  
Mayor

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J. Saunders  
Town Manager\Clerk